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SECURITY INFORMATION

CONFIDENTIAL

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20 February 1952

CAREER SERVICE COMMITTEE

Working Group on PERSONNEL DEVELOPMENT PROGRAM

Minutes of 5th Meeting 19 February 1952 2:00 P.M.

Present:

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Asst./Career Service Committee
Secy./Career Service Committee

Absent:

1. The minutes were approved as distributed.

2. The Working Group reviewed the draft of "Procedure for the Separation of Inefficient Personnel". In response to a question, [] pointed out that the word "inefficient" in the title derives from standard Civil Service terminology and is the appropriate term to describe the type of separation under study by the Working Group. [] also stated that Personnel will issue at a later date instructions covering all types of separation.

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3. [] called attention to lack of uniformity in regard to probationary periods. [] suggested that the Working Group begin to list recommendations to be included in the final report. The group agreed to include in this list recommended revision of [] dealing with probation.

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4. The warning procedure was discussed. It was agreed that the supervisor must give the individual a written warning. This would normally be followed by a 60 to 90-day period during which the individual would have an opportunity to demonstrate improvement. Failing such improvement, a memorandum would then be transmitted to Personnel recommending separation.

5. It was agreed that the next meeting would be held at 1:00 P.M., Thursday, 21 February 1952.

6. The meeting adjourned at 1:00 P.M.

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